

PRE-CONSTRUCTION PROJECT SAFETY PLAN

JOB NAME: _____ **DATE:** _____ **JOB #:** _____

CREW LEADER: _____ **SUPERVISOR:** _____

DESCRIPTION OF WORK: _____

THE PURPOSE OF THIS PROJECT SAFETY PLAN—is to focus our efforts on pre-planning for an injury free project. By looking at the work that needs to be performed and identifying the related hazards, we can better develop procedures and precautions to protect our people.

Includes N/A

1. ORIENTATION

- _____ Each employee at site to meet with foreman and discuss scope of job, hazards present, safe working requirements
- _____ Personal protective equipment inspected or provided
- _____ Inspect employee personal protective equipment
- _____ Discuss emergency procedures and accident reporting

2. EMERGENCY PREPAREDNESS

- _____ 911 Service available _____ Site Map/Emergency Map
- Location of nearest hospital/medical clinic: _____ Phone: _____
- Names of trained First Aid/CPR person (s): _____, _____, _____
- Location of first aid kits: _____

3. FIRE PREVENTION

- _____ Employees trained in extinguisher use _____ “HOT WORK” permits- required for cutting, welding, brazing
- Location of fire extinguishers: _____

4. PERSONAL PROTECTIVE EQUIPMENT

- _____ Hardhats to be worn at all times _____ Safety glasses to be worn at all times _____ Steel toed boots
- _____ Respiratory Protection- required when dusts, mists, fumes or vapors exceed OSHA-PELs:
 - _____ Disposable dust masks available in truck _____ Drilling in concrete _____ Grinding
 - _____ Working with insulating materials _____ Saw cutting concrete
- _____ Hearing Protection- to be used for all exposures over 85 decibels. Use earplugs when working with:
 - _____ Hammer Drills _____ Chop Saws _____ Demo Hammers
 - _____ Gasoline powered tools _____ Disposable earplugs will be available on truck
- _____ Hand Protection- use gloves for:

Material Handling (Leather) Chemicals and solvents (Nitrile)
 Cut Protection- sheet metal, fixtures, metal studs

5. HAZARDOUS MATERIALS (HAZ-COM)

- Maintain an inventory of hazardous materials or substances on site
- Keep copies of Material Safety Data Sheets (MSDS) for all hazardous materials
- Train employees in their characteristics, hazards, and safe use

Includes N/A

- Make MSDS available to other affected contractors
- Store flammable materials away from buildings/trailers
- Store gas cylinders upright and chained- separate fuels from oxygen

6. MATERIAL HANDLING

- Use proper lifting techniques for manual handling of heavy items
- Have two people handle heavy or awkward items

7. ELECTRICAL

- Provide ground fault circuit interrupters (GFCI) for all receptacle circuits
- Temporary lighting properly suspended, lamps protected from breakage
- Electrical tools and extension cords inspected daily and tested in accordance with the Assured Equipment Grounding Program- color coded tape used
- Maintain clear area in front of panel boards and switch boards
- Establish lockout/tag-out procedures for the project. Provide locks, tags and hasps to all involved

8. IMPALEMENT HAZARDS

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9. CONSTRUCTION EQUIPMENT

Check types of equipment that will be used on this project:

- Compressor Boom Lift Crane Digger-truck
- Generators Light Tower Scissor Lift Forklift Skid Steer

Employees trained in safe used of equipment: _____, _____, _____

- Daily inspections before use Functioning back up alarms and warning horn
- Harness/Lanyard use Allow no operation within 10' of energized electrical lines

10. TRENCHING/EXCAVATING

- Where excavations exceed 5' in depth- slope, step, shore or use trench box to protect workers in trenches
- Provide ladders for entry and egress from trenches 4' or deeper, within 25' of workers
- Spoil piles and materials are to be no closer than 2' from edge of trench
- No workers in trenches while equipment is running

11. CONFINED SPACES

Check types of spaces that may be encountered:

- Vaults Crawl Spaces
- Multiple gas detector required.
- Ventilator- blower required. (Adequate ventilation)

12. TOOLS- HAND AND POWER

- Power tools electrically tested and inspected before use
- Worn or damaged hand tools to be removed from service
- Check for all parts and accessories
- Guards and shields to be kept in place

13. ADMINISTRATION- OSHA COMPLIANCE

- OSHA and state posters in job trailers
- Foreman conducts daily job safety briefing
- Foreman completes JHA & Safety briefing daily
- Foreman conducts weekly "tool box" safety talk
- Safety manual available in truck/job site office

14. HOUSEKEEPING

- Daily housekeeping and rubbish disposal
- Remove or bend over nails protruding from wood packing crates and skids

Includes N/A

15. ACCIDENT REPORTING

Report the following:

- First Aid Cases
- Property Damage
- Injury Accidents
- Vehicle Accidents
- Safety manager to be advised of all accidents
- Near Misses
- Report Forms Available
- Written report to Safety Manager within 24 hours

16. SAFETY HUDDLES

- At any time, when a potentially dangerous condition is developing or is present, any member of the work team may call for a safety hug
- If members of the work team cannot easily come up with a safe work method, suspend the operation and call Project Supervisor or Safety Manager.

17. SCAFFOLD

Competent person for construction and modifications is: _____

- Tubular Frame Scaffold
- Rolling Towers

18. LADDERS

- Inspect all ladders daily; defective ladders must be taken out of service immediately
- Extension ladders will be secured to building to prevent movement
- The top two steps of step ladders shall not be used as steps or platforms

19. FALL PROTECTION

List areas or work activities that require careful application of fall protection methods:

- Inspect for holes in roofs or floors/ cover and secure
- Guard rail systems
- Excavations for 6' or more in depth have guard rails, fences, or barricades
- Personal fall arrest systems:

- Harnesses
- Lanyard with shock absorber
- Vertical life line with rope grab
- 5000 lb rated anchorage point
- Self-retracting life line
- Connecting device

Flat roofs- keep 6' or more away from edge

- Warning line system
- Safety monitor
- Controlled access zones

20. RIGGING AND SIGNALING

_____ Inspect slings and chains before each crane lift.

SIGNATURES:

OPERATIONS MANAGER _____ **DATE** _____

SUPERVISOR _____ **DATE** _____

SAFETY MANAGER _____ **DATE** _____

BUILDING CREW LEADER _____ **DATE** _____

CONCRETE CREW LEADER _____ **DATE** _____

CREW SIGNATURES:

1 _____ 5 _____ 9 _____

2 _____ 6 _____ 10 _____

3 _____ 7 _____ 11 _____

4 _____ 8 _____ 12 _____